

## RRD1 - Report/Request Intake Detail 1

This screen is used by field workers to enter information about a report that is received and investigated.

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CAFSRRD1          REPORT/REQUEST INTAKE DETAIL 1      06/30/2016    10:51
USER ID : C81285   MODIFY                                REPORT    1
R/R NUMBER: 0001085 R/R CATEGORY: CPS PRIORITY: 1 TAKEN BY: C74142CI PRIORS: N
INV START DATE: 08/26/2013 TIME: 08:29 ASSIGNED TO: C74142SW
----- REPORTER DETAIL -----
REPORTER: MINNIE MOUSE                                REL: NBR SLFRPT: N  PH: 406
RPTR DETAIL: TESTING TESTING TESTING

----- REPORT GENERAL INFORMATION -----
REPORT NAME: DAISY DUCK                                PROV NO: 000
ADDRESS : 754 RIVER ROCK RD                            PROV PHONE: 406
CITY/ST/ZIP: HELENA MT 59602                          COUNTY: 025 LEWIS & CLARK
PHONES:(1) 406 444-4444 REL: SLF W/H/C: H (2) 406     REL: W/H/C:
INVESTIGATION SUMMARY: MINNIE IS CONCERNED FOR THE SAFETY OF DAISY.

DRUG USE SUSP: DRUG LAB/MFG: DRUGS:
FIRST CNTCT DT: FIRST CNTCT TIME: DETRM END DT:
R/R STATUS: 0 ACTION TAKEN:

PATH:
```

**Field Descriptions** (F12) indicates code lookup is available.

\*NOTE: CPS, CFS and CPI report categories must go through Centralized Intake (with the exception of tribal social services). For these categories, a majority of the fields on RRD1 will be defaulted from the CID1 (Centralized Intake Detail) screen. If the details are displayed in yellow, they can be modified. If the details are displayed in blue, they cannot be modified. For all other report categories, you can tab to the enterable fields and the system will identify any required fields.

*These field descriptions are written from the perspective that the report is a category that went through Centralized Intake. If adding a report directly on RRD1, enter the information as identified in the field description.*

### REPORT

This field will display the report that the worker is on if multiple reports were selected from the RRRL (Report/Request List) screen. If a single report was selected, this field will display a '1'. If multiple reports were selected, a MORE indicator will display to indicate there are additional reports. These reports can be accessed by pressing the F8 key. Previous reports can be accessed by pressing the F7 key.

#### *R/R NUMBER*

This field will display the report number for the report. *This number is system generated when a new report is entered and updated and cannot be changed.*

#### *R/R CATEGORY (F12)*

This field will display the category of the report that was entered by Centralized Intake. *If necessary, the report category can be changed on the RRD2 (Report/Request Intake Detail 2) screen by the appropriate regional administrator.*

#### *PRIORITY (F12)*

This field will display the priority of the report that was entered by Centralized Intake. *If necessary, the report priority can be changed on RRD1 by the appropriate supervisor. Priority 1, 2 or 3 is required for CPS category. Priority 8 is required for CFS category if the report is a 3<sup>rd</sup> party abuse/neglect referral to law enforcement.*

#### *TAKEN BY (F12)*

This field will display the C number of the Centralized Intake worker who entered the report. *If adding a report directly on RRD1, this field will default to the C number of the worker who is entering the report but can be changed if the worker entering the report is different than the worker who took the information.*

#### *PRIORS*

This field will display “Y” (yes) if there is any prior report history for any of the individuals listed on the current report or “N” (no) if there is not any prior report history for any of the individuals listed on the current report.

#### *INV START DATE*

This field will display the date the report was received by Centralized Intake. *For reports with CPS category, this is the date the 60-day determination period begins.*

#### *TIME*

This field will display the time the report was received by Centralized Intake (24-hour time).

#### *ASSIGNED TO (F12)*

This field will display the C number of the current assigned worker for the report.

#### *REPORTER*

This field will display the name of the individual who called in the report. *This field is required but does not necessarily have to contain a “name” – it could say something like “faxed police report” or “anonymous”.*

#### *REL (F12)*

This field will display the relationship of the reporter to the individual(s) they are calling the report in on.

#### *SLFRPT*

This field will display “Y” (yes) if the reporter is the abuser or “N” (no) if the reporter is not the abuser.

#### *PH*

This field will display the phone number for the reporter.

#### *RPTR DETAIL*

This field will display any additional free-form text details about the reporter.

#### *REPORT NAME*

This field will display the name on the report. *For reports with CPS category, this is typically the name of the perpetrator(s). For licensing requests (LII), this is typically the name of the individual requesting information.*

#### *PROV NO (F12)*

This field will display the provider number if the allegations are being made against a licensed facility in CAPS. *An alert will be sent to the assigned licensing worker and all workers with clients placed at the facility.*

#### *ADDRESS*

This field will display the address for the individual(s) listed in the REPORT NAME field.

#### *PROV PHONE*

If a provider number is entered in the PROV NO field, this field will display the phone number for that provider.

#### *CITY*

This field will display the city where the listed address is located.

#### *ST (F12)*

This field will display the state where the listed address is located.

#### *ZIP*

This field will display the zip code for the address.

#### *COUNTY (F12)*

If the address is in Montana, this field will display the county where the address is located.

#### *PHONES(1)*

This field will display a phone number for the individual(s) in the REPORT NAME field.

#### *REL (F12)*

This field will display the relationship of the person whose phone number is listed in the PHONES(1) field to the individual(s) listed in the REPORT NAME field.

W/H/C

This field will display “W” if the listed phone number is a WORK number, “H” if the listed phone number is a HOME number of “C” if the listed number is a cell number.

(2)

This field will display a second phone number for the individual(s) in the REPORT NAME field, if known.

REL (F12)

This field will display the relationship of the person whose phone number is listed in the (2) field to the individual(s) listed in the REPORT NAME field.

W/H/C

This field will display “W” if the listed phone number is a WORK number, “H” if the listed phone number is a HOME number of “C” if the listed number is a cell number.

#### INVESTIGATION SUMMARY

Enter the brief summary of the investigation and/or determinations reached on this report. *This area is intended to provide a “snapshot” of the overall investigation and/or determinations made for workers looking at past reports to obtain a brief overview. This field may contain “intake summary” information entered by Centralized Intake. You can type over this with the investigation summary.*

#### DRUG USE SUSP

Enter “Y” (yes) if drug use by the perpetrator(s) is suspected or “N” (no) if drug use by the perpetrator(s) is not suspected.

#### DRUG LAB/MFG

Enter “Y” (yes) if the victims on the report were exposed to a drug lab or drug manufacturing by the perpetrator(s) or “N” (no) if the victims on the report were not exposed to a drug labor drug manufacturing by the perpetrator(s).

#### DRUGS (F12)

If “Y” is entered in the DRUG USE SUSP field, enter up to nine drug codes that were suspected of being used by the perpetrator(s).

#### FIRST CNTC DATE

Enter the date the first contact was made for the investigation. *For CPS reports, priority 1 should be within 24 hours, priority 2 should be within 72 hours and priority 3 should be within 10 days of INV START DATE.*

*FIRST CNCT TIME*

Enter the time the first contact was made for the investigation, using military time. *For CPS reports, priority 1 should be within 24 hours, priority 2 should be within 72 hours and priority 3 should be within 10 days of INV START DATE.*

*DETRM END DATE*

Enter the date the determinations on the allegations were made.

*R/R STATUS (F12)*

This field will default to "O" to indicate the report is still open. Once a DETRM END DATE is entered, change the status to "C" (closed).

*ACTION TAKEN (F12)*

Enter up to ten actions that were taken during, or as a result of, the investigation.

**Additional Information**

Ensure that all appropriate documentation (FFAs, safety plans, etc) are attached to the report in DocGen.